ATIC-DLC-D (350)   22 May 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Management and Tracking of Army Distance Learning (DL)
Courseware/Products and Notification of New DL Product
Development

1. The U.S. Army Training Support Center (ATSC) is responsible
for managing the development and tracking the status and disposi-
tion of all Army DL courseware and products. This includes DL
courseware and products being produced and/or distributed by
TRADOC schools and other Army commands. Beginning in FY 2000,
funds identified for DL courseware development are directed to
ATSC for disposition. All DL courseware will be developed within
the proponent school training development cell or under ATSC
contract unless the proponent has approval to deviate by the
TRADOC ADCST.

2. This memorandum establishes and outlines the procedures for
submitting DL courseware and products to ATSC. It also design-
ates the DL Directorate as the central receiver site for DL
courseware and products. It clarifies DL submission requirements
and places controls on the release of formal training materials
for delivery via the Reimer Digital Library. Proponent schools
will now have a single POC at ATSC for delivery of all DL pro-
ducts. The POC will answer questions, resolve issues, maintain a
record of product accountability, and ensure proper implementa-
tion procedures. Specifics are found at enclosure.

3. Commanders and school commandants are now required to:

    a. Notify ATSC (ATIC-DLC-D) as soon as they begin
development of a DL product and subsequent milestone dates.

    b. Provide copies of final DL products to ATSC
(ATIC-DLC-D).

4. Products included in this requirement are:

    a. The Army Training System Courseware, to include all
supporting administrative materials, Training Support Package

ATIC-DLC-D
SUBJECT: Management and Tracking of Army Distance Learning (DL) Courseware/Products and Notification of New DL Product Development

phases, modules, lessons, handouts, (e.g., subcourses) and any prerequisite/integrated DL components (i.e., CBT, WBT, VTT, SIM), developed, configured and compiled IAW TRADOC Regulation 350-70, Chapter VI-8, paragraph VI-8-6.i.

    b. TRADOC Common Leader and Common Core training DL courseware/products.

    c. Individual and unit-based sustainment DL products not included in formal courses.

    d. Professional development (military and civilian) and any other special purpose DL training products.

    e. ACCP courses and subcourses.

    f. Legacy DL courseware and products (all DL products developed prior to this memo which have not been superseded).

5. Point of contact for this action is Mr. Joseph DeLizzio, DSN 927-2142, (757) 878-2142.

                             Signed Seger/for

Encl   JOHN B. SYLVESTER
                             Major General, GS
                             Deputy Chief of Staff
                               for Training

DISTRIBUTION:
COMMANDER
U.S. ARMY AIR DEFENSE ARTILLERY CENTER, ATTN: ATZC-CG
U.S. ARMY AVIATION CENTER AND FORT RUCKER, ATTN: ATZQ-CG/WOCC
U.S. ARMY ARMOR CENTER, ATTN: ATZK-CG/ATSB-AC
U.S. ARMY COMBINED ARMS SUPPORT COMMAND, ATTN: ATCL-CG
U.S. ARMY MANEUVER SUPPORT CENTER, ATTN: ATZT-CG
U.S. ARMY INTELLIGENCE CENTER AND FORT HUACHUCA, ATTN: ATZS-CG
U.S. ARMY JOHN F. KENNEDY SPECIAL WARFARE CENTER AND SCHOOL,
  ATTN: AOJK-CG
U.S. ARMY ORDNANCE CENTER AND SCHOOL, ATTN: ATSL-CMT
U.S. ARMY QUARTERMASTER CENTER AND SCHOOL, ATTN: ATSM-CG
U.S. ARMY SIGNAL CENTER AND FORT GORDON, ATTN: ATZH-CG/DC
(CONT)

ATIC-DLC-D
SUBJECT: Management and Tracking of Army Distance Learning (DL) Courseware/Products and Notification of New DL Product Development

DISTRIBUTION: (CONT)
U.S. ARMY SOLDIER SUPPORT INSTITUTE, ATTN: ATSG-CG
U.S. ARMY TRANSPORTATION CENTER AND FORT EUSTIS, ATTN: ATZF-CG
U.S. ARMY TRAINING CENTER AND FORT JACKSON, ATTN: ATZJ-CG
U.S. ARMY COMBINED ARMS CENTER, ATTN: ATZL-CG
U.S. ARMY PUBLIC AFFAIRS PROPONENCY, ATTN: SAPA-PA
U.S. ARMY TRAINING SUPPORT CENTER, ATTN: ATIC-CO/ATIC-DL/
  ATIC-TMS
U.S. ARMY WAR COLLEGE, ATTN: AWCC
U.S. ARMY FIELD ARTILLERY CENTER, ATTN: ATZR-C/ATSF-A
U.S. ARMY INFANTRY CENTER, ATTN: ATZB-CG/DC

COMMANDANT
U.S. ARMY MANAGEMENT STAFF COLLEGE, ATTN: ATSI-ZA
U.S. ARMY CHEMICAL SCHOOL, ATTN: ATZN-CM-CDT
U.S. ARMY COMMAND AND GENERAL STAFF COLLEGE, ATTN: ATZL-SWD
U.S. ARMY LOGISTICS MANAGEMENT COLLEGE, ATTN: ATSZ
U.S. ARMY ELEMENT SCHOOL OF MUSIC, ATTN: ATSG-SM-CMT
U.S. ARMY ENGINEER SCHOOL, ATTN: ATZT-DCG
U.S. ARMY MILITARY POLICE SCHOOL, ATTN: ATZN-MPZ
U.S. ARMY ORDNANCE MISSILE AND MUNITIONS CENTER AND SCHOOL,
  ATTN: ATSK-CMT
U.S. ARMY SERGEANTS MAJOR ACADEMY, ATTN: ATSS
U.S. ARMY ADJUTANT GENERAL SCHOOL, ATTN: ATSG-AG
U.S. ARMY FINANCE SCHOOL, ATTN: ATSG-FS
U.S. ARMY SCHOOL OF THE AMERICAS, ATTN: ATZB-SA
U.S. CHAPLAIN CENTER AND SCHOOL, ATTN: ATSC-CMT
ACADEMY OF HEALTH SCIENCES, ATTN: MCCS-H
DEFENSE LANGUAGE INSTITUTE, ATTN: ATFL-CMDT

COMMANDANT
U.S. ARMY AVIATION LOGISTICS SCHOOL, ATTN: ATSQ-LAC

Supplemental Instructions for Delivering Final-Version Army Training System DL Courseware and Products to ATSC

1. Each proponent developing DL courseware and products will notify ATSC by email at the planning stage and provide a description of the product, type of delivery (e.g. CD-ROM, web-based, etc.), course and/or lesson hours of instruction, and milestones for development. ATSC will track the development and post all DL courseware in the DL Products Catalog.

2. Each proponent will submit a complete final version of The Army Training System Courseware (TATS-C) package for review and approval for format, completeness, and compliance with the ATXXI Technical Standards Suite/distribution. TATS-C package must include three master digital sets of all IMI components required by the course management plan, and one master paper copy (except CBT, WBT, VTT and SIM products) for coordination, testing, cataloging and subsequent replication/distribution, as required.

    a. Ensure course number and course title are the same as stated in the Army Training Requirements and Resource System (ATRRS) for courses which directly support AOC, MOS/ASI/SQI, professional development, or functional area. DCST/Training Operations Management Activity (TOMA) is proponent for course number and course title. TOMA assigns the proper course number and course title upon receipt of the course administration data or Program of Instruction from the school. TOMA enters this information in ATRRS.

    b. Organize digital masters to facilitate download and access to complete phases, modules, and lessons in the order they will be instructed.

    c. Proponent will deliver test materials on separate media (e.g. disk, CD, etc.) to ATSC for review using control measures defined in TRADOC Regulation 350-70. After review, ATSC will return test materials to proponent where they will be controlled and delivered to authorized users. This policy will be in effect until such time as secured (Sensitive But Unclassified-SBU) system distribution methodologies are in place to support centralized electronic delivery.

3. Each proponent will submit Common Leader and Common Core training DL courseware and products to ATSC in digital form using ASAT, Word/PowerPoint, and appropriate authorware.

4. Any other DL products, Common Core, ACCP, or professional/ self-development training will be submitted to ATSC in three master digital sets, with one master paper copy.

5. For both separate and course component IMI/VI products, final submissions must include specific, master documents as required by TRADOC Regulation 350-70, Part VI, Chapter VI-10-3, item k (page VI-10-9). The DL products that have been approved by the requesting proponent require review and acceptance by ATSC for

completeness and technical standards before authorization to replicate and distribute. This requirement applies to all DL products integrated as TATS Courseware components and will result in implementation delays if not submitted with the final completed course.

6. Separate DL legacy training products are defined as existing or developing courseware which may pre-date this requirement; may pre-date current standards; be commercially acquired; sponsored by HQ TRADOC as prototypes; or final products granted specific developmental or operational waivers. These products represent a substantial portion of existing DL training materials. All legacy courseware must be submitted to ATSC to establish implementation accountability and ensure cataloging and sustainment actions are planned, programmed, and executed efficiently. Specifically, you must submit the title, number, date, MOS/course supported, and one copy of all legacy courseware developed.

7. Application of requirements described above, especially for legacy courseware, may vary based on previous actions/agreements. In such cases, direct contact with the Courseware Management Team is both necessary and encouraged. With continuing dialogue and coordination, TATS Courseware/DL implementation requirements will be effectively and efficiently supported.

8. The ATSC supporting organization, within the Distance Learning Directorate, Courseware Division, is the Courseware Management Team:

       Commander
       U. S. Army Training Support Center
       Distance Learning Directorate
       ATTN: ATIC-DLC-D, Building 2791
       DSN: 927-2441/2142
       COM: (757) 878-2441/2142
       FAX: (757) 878-4346 or DSN 927-4346
       EMAIL: dltacdmt@atsc.army.mil